

SUPERVISING GROUNDSKEEPER II, CORRECTIONAL FACILITY

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: April 2-3, 2002

Collective Bargaining Identification: U12

Job Analysis Conducted By: Fred Freeman, SSA, Job Analysis Unit
Lisa John, SSA, Personnel Examining Section

Number of Incumbents: There are 11 incumbents in this classification per Department of Corrections Filled/Vacant Position Report dated February 28, 2002.

Names of the Subject Matter Expert(s) and their background:

GERALD S. BRAXMEYER, CORRECTIONAL PLANT SUPERVISOR, CENTRAL CALIFORNIA WOMENS FACILITY

Gerald currently works as a Correctional Plant Manager at Central California Women's Facility. He worked for over 2 years as a Chief Engineer I, CF where he supervised the classification of Supervising Groundskeeper II, CF. Gerald has been with California Department of Corrections (CDC) for a total of 15 years.

RODNEY MEALEY, CHIEF ENGINEER I—CF, CALIPATRIC STATE PRISON

Rodney currently works as a Chief Engineer I, CF at Calipatria State Prison. He worked as a Supervising Groundskeeper II, CF for over two years. Rodney has been with CDC for a total of six years.

L. E. CLINGMAN, CHIEF ENGINEER I—CF, DEUEL VOCATIONAL INSTITUTION

For the past two years, L. E. has worked as a Chief Engineer I, CF at Deuel Vocational Institution where he supervises a Lead Groundskeeper I and five Groundskeepers. Currently, DVI is deficient of a Supervising Groundskeeper II, CF position and the Chief Engineer I, CF carries out the duties of the position. L.E. has been with CDC for total of 19 years and nine months.

SUPERVISING GROUNDSKEEPER II, CORRECTIONAL FACILITY INFORMATION GATHERING

The initial lists of tasks and knowledges, skills and abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Class Specification—Supervising Groundskeeper II, Correctional Facility
- State of Arizona Class Specification—Grounds Supervisor II, Grounds Supervisor I, Groundskeeper II, Groundskeeper I
- California State Prison-Calipatria Job Description—Supervising Groundskeeper II, Correctional Facility
- Personnel Operations Class File—Supervising Groundskeeper II, CF

Other sources were viewed for information (e.g. Personnel Examining Section History File, CDC—Job Opportunity Bulletins, State Personnel Board 's Internet—VPOS); however, the information was not relevant to the job analysis and therefore not included.